



**Pine-Richland  
Middle School**

Pine-Richland Middle School PSA  
Payment Request Form

Important: Please attach appropriate paperwork (invoices, receipts, contracts, etc.) to this form. Reimbursement and/or payment for goods/services cannot be processed without such documentation. Payment Request Forms should be placed in the Treasurer's Mailbox in the PRMS Office or emailed to [prmstreasurerpsa@gmail.com](mailto:prmstreasurerpsa@gmail.com) . Reimbursement and/or check requests made by a Wednesday will be paid on the following Friday.

Date Submitted: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Check Payable To: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Description of goods or Services purchased:

Committee Budget to be charged: \_\_\_\_\_

Committee Chairperson Signature: \_\_\_\_\_

Chairperson phone number: \_\_\_\_\_

Chairperson email address: \_\_\_\_\_

QUESTIONS FOR THE TREASURER? Jen Gebrosky: [prmstreasurerpsa@gmail.com](mailto:prmstreasurerpsa@gmail.com)

For Treasurer Use: Paid by Check # \_\_\_\_\_ Date: \_\_\_\_\_